

NEW YORK WING - SQUADRON QUARTERLY SAFETY REPORT <i>(Instructions for completion on back.)</i>			
1. SQUADRON NAME		2. CHARTER #	3. DATE OF REPORT
4. SQUADRON ADDRESS <i>(Street No., City, State, Zip Code)</i>		5. CADET SAFETY OFFICER Y <input type="checkbox"/> N <input type="checkbox"/>	6. QUARTER REPORTING
7. NUMBER OF SQUADRON SAFETY BRIEFING	8. DATES OF SQUADRON MONTHLY SAFETY BRIEFINGS a. b. c. d.		
9. TOPICS COVERED AT EACH BRIEFING ON GROUND AND FLIGHT SAFETY a. _____ b. _____ c. _____ d. _____			
10. DATE OF SQUADRONS PERIODIC SAFETY SURVEY a. b. c. d.	11. DATE OF LAST SQUADRON PIF UPDATE & PILOT STATUS REPORT <i>(PIF) (PILOT STATUS REPORT)</i>	12. NUMBER OF HAZARD REPORTS SUBMITTED TO GROUP.	
13. GIVE SUBJECT AND DISPOSITION OF ANY SAFETY IMPROVEMENT AND HAZARD REPORTS SUBMITTED TO GROUP. <i>(CAPF 26)</i> a. _____ b. _____ c. _____ d. _____			
14. RESULTS OF THE REVIEW OF THE UNIT'S PIF AND MONITORING OF THE PILOT'S STATUS. <i>(Status is based on whether certifications and certificates are up to date.)</i> LIST PILOTS WHO ARE NOT UP TO DATE 			
SQUADRON COMMANDER'S SIGNATURE: _____ DATE: _____ HOME ADDRESS: _____ <i>(Street No., City, State, ZIP Code)</i>			
SAFETY OFFICER'S SIGNATURE: _____ DATE: _____ HOME ADDRESS: _____ <i>(Street No., City, State, ZIP Code)</i>			
TELEPHONE NUMBERS <i>(Include Area Codes)</i> a. Business b. Home E-MAIL: _____			

Instructions for the completion of the NYWF 94A.

- 1. Squadron Name** - Self-explanatory
- 2. Charter #** - Charter number of the group submitting the report.
- 3. Date of Report** - Date the report is actually submitted and mailed.
- 4. Squadron Address** - The mailing address for the squadron submitting the report.
- 5. Cadet Safety Officer** - Is a cadet safety officer assigned to the squadron? CAPF 2A must be submitted for these cadets.
- 6. Quarter Reported** – Quarter that the report is reporting.
- 7. Number of Squadron Safety Briefings** - The number of actual safety briefings given by the Squadron Safety Officer for the members of the squadron.
- 8. Dates of Safety Briefings** - The dates that the briefings were held. Four spots are provided for dates. If more dates are required identify them as dates of Group Safety Briefings and list the additional dates on the separate sheet of paper. Note any additional paper attached to this form must be signed by the Safety Office, and the Squadron Commander. Note: Attendance sheets must be kept on file.
- 9. Topics covered at each briefing** - Self-explanatory.
- 10. Date of Squadrons Periodic Safety Survey** - The dates of the last Squadron Safety Survey. Surveys must include all equipment and facilities that are assigned to the squadron.
- 11. Date of last Squadron PIF & Pilot Status Report** - The date that the squadron last updated the Pilot Information File. The date when the squadron last documented the pilots FAA certificates and FAA Class III Medical. All these certificates must be up to date for the pilot to continue flying corporate aircraft. As per regulations.
- 12. Number of Hazard Reports Submitted to Group** - These must include all reports either real or unfounded.
- 13. Give Subject and Disposition of any Safety Improvement and Hazard Reports submitted to Group** - Provide information on Safety Improvement and Hazard Reports. What problem was noted? What actions were taken to resolve the problem?
- 14. Describe the results of the review of the Unit's PIF and Monitoring of the Pilot's Status List pilots who are not up to date** - When the Unit PIF was reviewed what was noted as well as what was missing from the PIF. Whose certificates are not up to date and what is being done to correct this.
- 15. Remarks** - Indicate any addition positive or negative safety issues. Negative safety issues must note a corrective action plan. If additional notes are required list them on a separate sheet of paper. Note any additional paper attached to this form must be signed by the Safety Office.

Reports due to Group by: 1st Qtr April 6th, 2nd Qtr. July 6th, 3rd Qtr October 6th, and 4th Qtr. January 6th.